



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA 31704-5000

BO 4220.1A  
803-3  
7 May 91

BASE ORDER 4220.1A

From: Commanding General  
To: Distribution List

Subj: MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)  
PROCESSING FOR ACQUISITION OF MATERIAL

Ref: (a) BO 7300.8B  
(b) DoD 4000.25-1-M (NOTAL)  
(c) MCO 4400.162A  
(d) BO 4120.1B

Encl: (1) MIPR Acceptance  
(2) PR Referral/Missing Data Notice

1. Purpose. To delineate directorate and division responsibilities and to establish a central control point for MIPR processing.
2. Cancellation. BO 4220.1.
3. Policy. In order to provide centralized control of incoming and outgoing MIPR's, the Integrated Logistics Support Directorate (ILSD) (Codes 830/840) is designated as the MIPR control point.
4. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.
5. Definitions
  - a. MIPR. A procurement request (DD Form 448) prepared by a requiring department to request the procurement of end items or equipment from another activity.
  - b. Requiring Department. The department originating the MIPR for the purchase of supplies and services.
  - c. Acquiring Department. The department assigned the procurement responsibility for the supplies and services.
  - d. Method of Funding
    - (1) Category I (Reimbursable Acquisition). The procurement of supplies and services for a requiring department on a contract funded by the acquiring department without separate identification

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PR REFERRAL/MISSING DATA NOTICE

PR REFERRAL/MISSING DATA NOTICE  
MC-Aib-4440/16 (Rev. 3-91)

PART A	
FROM CONTRACTS DIRECTORATE (CODE 90)	TO TECHNICAL SUPPORT DIVISION (CODE 850)
ENCLOSURES (1) PR NO. (2) (3) (4)	PRIORITY
<input type="checkbox"/> COMPLETE DATA PACKAGE REQUESTED	
<input type="checkbox"/> OTHER	
SIGNATURE	DATE
PART B	
FROM TECHNICAL SUPPORT DIVISION (CODE 850)	TO CONTRACTS DIRECTORATE (CODE 90)
<input type="checkbox"/> REQUESTED DATA FORWARDED HERewith	
REMARKS	
SIGNATURE	DATE
PART C	
FROM TECHNICAL SUPPORT DIVISION (CODE 850)	TO MOBILE EQUIPMENT/ORDNANCE DIVISION (CODE 830)
INFO CONTRACTS DIRECTORATE (CODE 90)	
<input type="checkbox"/> MISSING DATA NOTICE ENCLOSED	<input type="checkbox"/> CANCELLATION RECOMMENDED
<input type="checkbox"/> PHRASE CODE _____ APPLIES	PREFERRED NSN _____
<input type="checkbox"/> MEC _____ AND PROCUREMENT SOURCE CODE _____ APPLY	
REMARKS	
SIGNATURE	DATE
PART D	
FROM TECHNICAL SUPPORT DIVISION (CODE 850)	TO COMMUNICATION-ELECTRONIC/MISSILE DIVISION (CODE 840)
INFO CONTRACTS DIRECTORATE (CODE 90)	
<input type="checkbox"/> MISSING DATA NOTICE ENCLOSED	<input type="checkbox"/> CANCELLATION RECOMMENDED
<input type="checkbox"/> PHRASE CODE _____ APPLIES	PREFERRED NSN _____
<input type="checkbox"/> MEC _____ AND PROCUREMENT SOURCE CODE _____ APPLY	
REMARKS	
SIGNATURE	DATE

ENCLOSURE (2)



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(e) Prepare and process the PIO Transmittal Form with the Provisioned Item Exhibit (PIE) to the Contracts Directorate (Codes 911/912).

(2) Principal Director, Contracts Directorate (Codes 911/912)

(a) Receive the PIO Transmittal Form from the ILSD (Codes 830/840) to include the PIE.

(b) Prepare a PIO placing the PIE on the contract.

(c) Forward all requests for additional funds to the ILSD (Codes 830/840).

(d) Submit activity requests for changes back to the ILSD (Codes 830/840).

(e) Provide the ILSD (Codes 830/840) copies of all affected modifications.

(f) Ensure PIO's contain a provision that receipt documentation is to be provided to the ILSD (Codes 830/840).

b. Incoming Marine Corps-Managed MIPR's. Incoming Marine Corps-managed MIPR's are identified by "2MPB" cited as the manager in the Master Inventory File data.

(1) Director, Mobile Equipment/Ordnance Division (Code 830), and Director, Communication-Electronic/Missile Division (Code 840); ILSD

(a) Forward enclosure (1) to the Contracts Directorate (Codes 911/912) requesting an Estimated Delivery Date (EDD) and anticipated obligation date.

(b) Provide a copy of the MIPR to the Executive Director for Logistics Operations (Code 808-2) for control, if Government-Furnished Equipment/Government-Furnished Materiel (GFE/GFM) is authorized on the MIPR.

(c) Receive the endorsed enclosure (1) from the Contracts Directorate (Codes 911/912) indicating an EDD and anticipated obligation date. Prepare an Acceptance of MIPR and forward to the requiring department. State the reason if rejected such as "Convert Requirement to MILSTRIP Requisition."

(d) Receive the MIPR, verify the stock position, and convert to MILSTRIP if the materiel is available.

(e) Forward the MIPR to the Contracts Directorate (Code 905-C) for procurement action, if the stock position is inadequate to support the request of the requiring department. If a Technical Data

MIPR ACCEPTANCE

MC-Aib-4440/15 (3-91)

MIPR ACCEPTANCE

NOTE: Prepare Original and Two Copies

FROM: MIPR COORDINATOR (CODE 8____)		TO: ILSD (CODE 8____) LMC: ____	
MIPR NUMBER			
AMENDMENT NUMBER			
DATE (MIPR SIGNATURE DATE)			
AMOUNT (AS LISTED ON THE MIPR)			
SIGNATURE		DATE	
FROM: ILSD (CODE 8____) LMC: ____		TO: MIPR COORDINATOR (CODE 8____)	
MIPR		MILSTRIP	
SIGNATURE		DATE	
FROM: MIPR COORDINATOR (CODE ____)		TO: CONTRACTS DIRECTORATE (CODE ____)	
NAME OF BUYER		DATE	
ESTIMATED DELIVERY DATE			
ANTICIPATED OBLIGATION DATE			
REMARKS:			
SIGNATURE		DATE	
FROM: CONTRACTS DIRECTORATE (CODE ____)		TO: MIPR COORDINATOR (CODE 8____)	
1. The information requested is returned.			
SIGNATURE		DATE	

ENCLOSURE (1)



accountability between the government and the contractor per reference (c).

(3) Director, Technical Support Division (Code 850); ILSD. Review the copy of the MIPR from the ILSD (Codes 830/840) for required cataloging action.

(4) Logistics Support Office (Code 823); ILSD. Receive MCRDAC Reserve MIPR's which are identified by an "R" in the fourth position from the end of the MIPR number field.

(5) Directors, Materiel Divisions (Codes 875-6/B840); Storage and Distribution Directorate. Forward receipt confirmation transaction (D4/D6) via automation from SS-06 to SS-03 identified by the Activity Control Number (M95450).

d. Foreign Military Sales (FMS) MIPR's. FMS MIPR's are identified by noting in the body of the MIPR information relating to country, case, level of packaging, and delivery term code.

(1) Director, Mobile Equipment/Ordnance Division (Code 830), and Director, Communication-Electronic/Missile Division (Code 840); ILSD

(a) Receive the requisition (DIC A1) from the cognizant International Logistics Control Office (ILCO) and forward to the appropriate IM's on "suspense" as an Exception Report Code 11. Review the stock status and if there are insufficient assets available to issue, a determination will be made based on the Acquisition Advice Code and Procurement Source Code (PSC) whether or not to continue supply action. PSC "1" combined with the appropriate Acquisition Advice Code indicates the requisition should be back ordered. PSC "2" indicates that a MIPR is required. The IM should notify the ILCO that if continued supply action is desired, a MIPR should be submitted. The requisition will be held in suspense with Status Code (SC) "BD" generated to the customer. If a MIPR is not received in 30 days, the IM will reject the requisition with SC "CA," citing failure to respond to requests for MIPR's.

(b) Receive the FMS MIPR from the requiring ILCO and distribute as follows:

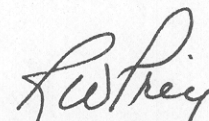
1 Forward one copy with enclosure (1) to the Contracts Directorate (Codes 911/912) for action.

2 Forward one copy to the responsible IM to update the Document Control File (DCF) with SC "BZ" and an EDD equal to a Procurement Leadtime.

(c) Receive the endorsed enclosure (1) from the Contracts Directorate (Codes 911/912) indicating an EDD and anticipated obligation date. If the MIPR cannot be procured, the IM will be advised to process a cancellation SC "BQ" to the cognizant ILCO.

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7. Applicability. This Order is not applicable to the Blount Island Command.



R. W. PRICE  
Executive Director  
for Logistics Operations

DISTRIBUTION: E plus  
ILSD (144)  
ContrDir (10)  
EDFM (5)  
CG MCLB Barstow B800 (10), B160 (1), B110 (1)



(e) Process the MIPR to the PICA when a MIPR is required in lieu of MILSTRIP documentation and distribute as follows:

- 1 Original and five copies to the PICA.
- 2 One copy to the Executive Director for Financial Management (EDFM) (Codes 447/460).
- 3 One copy to the IM.
- 4 One copy to the Materiel Divisions (Codes 875-6/B840) (consignee).

(f) Process the Acceptance of MIPR per the following:

1 Category I (Reimbursable)

a Load the MIPR document number as it is loaded to SS-05 to the DCF to establish the MIPR due (DIC ZDU).

b Delete the BR numbers from DCF (ZLMELM) and the BR's from the Receipt Control File (ARX) (ZLMARX).

c Reduce the due on the Master Inventory File in the amount of the BR's (DIC ZCS) and load the MIPR due (DIC ZDU) to the DCF.

d Forward one copy to the EDFM (Code 447) with the Bureau Control Number and fund code annotated.

2 Category II (Direct Cite). Distribute one copy to the EDFM (Code 447) with the Bureau Control Number and fund code annotated.

(g) Receive a copy of the contract or purchase order from the acquiring department for Category II accepted MIPR's and load the MIPR document number as a due (DIC ZDU) into SS-03. Distribute one copy to the EDFM (Codes 447/460).

(h) Receive and retain the signed Material Inspection and Receiving Report (DD Form 250) or the DoD Single Line Item Requisition System Document (DD Form 1348) verifying receipt.

(i) Convert to MILSTRIP if the acquiring department can furnish the items from stock after acceptance of the MIPR.

1 Prepare an amendment to cancel the MIPR stating "Do not Decommitt Funds" and "Transfer the Requirements to MILSTRIP using the Conversion Data in the Basic MIPR" and distribute the same as the basic MIPR.

2 Cancel the BR with DIC ZBC. Load the due (DIC ZFU) using the MILSTRIP conversion data.